

# Purchasing

Requisitions must be submitted through the NC E-Procurement system, approved, encumbered and assigned a purchase order number by the College's Financial System. Exceptions may be made when it is determined that this requirement has a negative impact on learning and/or student expenses. Any exceptions must be approved by the Vice President of Administrative Services. Exception orders must follow guidelines established in accordance with NC General Statutes and the NC Administrative Code. In the event that services or materials are needed on an emergency basis, requisitions may be processed through a "fast track" process. Emergency exceptions will be processed on an individual basis.

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